Memorandum To: Campus Community
From: Avis Foster
RE: Changes to Employee Reimbursement
Date: May 9, 2012

The Office of the State Comptroller (OSC) has implemented new state-wide accounting software known as the State Financial System (SFS).

As a result, the manner in which employees are reimbursed for travel and expense related activity has changed.

The new reimbursement process for travel and out of pocket expenses should be as follows:

- Employees who receive part or all of their pay in a check will continue to receive a check for their travel/expense reimbursements. The check will be mailed to the same address as the one that appears on the employee's paycheck. There is no option to have travel reimbursements sent to a different address.

- Employees that have their full paycheck direct deposited to one bank account will have their travel/expense reimbursements deposited to that same account.

- Employees that have their direct deposit split across more than one account will have their travel/expense reimbursements deposited into the account where the balance of their pay goes. For example, if you have $300 per paycheck direct deposited to Bank A and the balance to Bank B, your travel/expense reimbursement will go to Bank B. Please contact the Payroll office if you are unsure how your direct deposit is set up in regard to multiple deposits OR if you wish to make changes to your direct deposit account.

- Employees will not receive any notification that a direct deposit has occurred, they would be aware that a reimbursement will be coming and the amount when they submit their Expense Report.

- Employee reimbursement for travel/expenses will be paid on an ongoing basis and are not impacted by the payroll schedule. Employees will be reimbursed as reimbursement voucher are processed.

To ensure travel and expense reimbursements are deposited into the account(s) you want, you need to be aware of the following:

- It is your responsibility to ensure that the information supplied to your agency Payroll office correctly reflects both the financial institution and account(s) you want your funds deposited to. Check with your financial institution to make sure you have the correct account or member numbers. Supplying incorrect account/routing/member numbers will delay payment and will require reprocessing as a check.
• If you have separately directed your financial institution to distribute your deposits according to a specific plan, any direct deposits (payroll or expense reimbursement) will be distributed pursuant to this plan once funds are received by your bank or credit union.

Accordingly, you should also review this distribution to ensure that, with the new deposit of expense checks, your wishes are correctly reflected. This may require you to change your distribution in anticipation of the expense reimbursements. If your travel and expense reimbursement is deposited directly into your financial institution and funds have been incorrectly deposited or distributed into one of your accounts, please work with your bank or credit union to make the appropriate corrections.

SFS, the Office of the State Comptroller, and the Department of Taxation and Finance – Division of the Treasury are working to improve the processing of direct deposit for travel and expense reimbursements.

We will continue to provide updates as information is received.

Thank you for your continued cooperation and support.